

Page Denied

SECRET

DDA 84-0046/17
4 May 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 4 May 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None

2. Items/events of interest:

25X1

✓ b. Restoration of the historic city maps in the first floor Headquarters elevator wells is being undertaken with the assistance of personnel from the Cartography and Design Group, Office of Current Production and Analytic Support, DDI.

✓ c. The Office of Finance is making necessary adjustments to the Agency's payroll system to implement the recently legislated one-half percent increase in pay rates as well as the 8 percent decrease in the basic Federal Employees Group Life Insurance premium rates. Both changes are scheduled to become effective with the pay period beginning 13 May.

25X1

e. Approximately 2,000 people visited the Headquarters Building during Family Visitation Day on 23 April. Families viewed a film on the Agency in the auditorium and visited displays and offices in the building.

25X1

25X1

SECRET

SUBJECT: Weekly Report for Period Ending 4 May 1984

✓ f. Installation of the new running track and Durathon rubber sports surface for the gymnasium and locker rooms has begun. This project will take approximately two weeks to complete.

g. As part of our "excellence" efforts, the Office of Personnel Family and Employee Liaison Office (FELO) continues to expand its activities by conducting and participating in more training courses. At FELO's initiative, the CT Orientation and COS Seminar have been expanded to include spouses of the participants, and FELO itself manages the expanded sessions separately from the regular programs. FELO is also responsible for the recent running of the highly successful Spouse Seminar.

h. A team of Agency reviewers has completed all but 107 archive boxes of the OSS records that were accessioned to the National Archives and Records Service (NARS). The reviewers have been tabbing documents mostly because of foreign liaison connections that should be cleared with the foreign government concerned before the documents are released to the public.

i. We are writing to the Office of Management and Budget (OMB) regarding the Agency's concern that income tax reimbursement and the use of a domestic relocation service has not yet been approved. With the upcoming summer moves, our employees will be missing a benefit if OMB doesn't soon approve policy and guidelines for implementation. OMB is being asked when we can expect implementation of these two benefits to take place.

25X1

k. A doctor from the Office of Medical Services made a presentation to the Agency Wang Users Group on "Health Factors Involved in Working with a CRT." This session was videotaped and will be catalogued and registered by the Office of Central Reference for distribution. We also plan to make this videotape available to anyone in the Agency Headquarters as well as overseas facilities. Health factors are of continuing concern to users of CRTs.

3. Significant activities anticipated during the coming week:

25X1

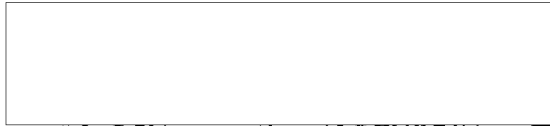
SECRET

~~SECRET~~

SUBJECT: Weekly Report for Period Ending 4 May 1984

b. On Wednesday morning, 9 May, the DDA will attend the Annual Presentation of the Travis Trophy and Director's Trophy awards at NSA.

25X1



Harry E. Fitzwater

³
SECRET

SUBJECT: Weekly Report for Period Ending 4 May 1984

25X1 ORIG:EO/DDA: [] :be: (4 May 84)

Distribution:

25X1 O - DCI
1 - DDCI
1 - ExDir
1 - DDA Subj.
1 - OLL []
1 - Ea. DA OD
1 - SSA/DDA
1 - C/CMS/DDA
1 - C/SS/DDA
1 - MS/DDA
1 - EEO/DD
1 - HEF Chrono
1 - EO/DDA Subj.